MEETING MINUTES
Monday, October 19, 2015
1:00 p.m.
Clallam Transit System (CTS)
830 West Lauridsen Boulevard
Port Angeles, Washington 98363

Board Members Present
Chairman Bryon Monohon, City of Forks
Brad Collins, City of Port Angeles
Jim McEntire, Clallam County
Dennis Smith, City of Sequim
Bill Peach, Clallam County
Ed Stanard, ATU, Local 587, Representative
Candace Pratt, City of Sequim
Juanita Weissenfels, City of Forks
Patrick Downie, City of Port Angeles

Staff Present
Wendy Clark-Getzin, PE, General Manager
Kevin Gallacci, Maintenance Manager
Clint Wetzel, Operations Manager
Melinda Smithson, Finance Manager
Mary Bower, CMC, Clerk to the Board
Samantha Benedict, Administrative Services Assistant, Deputy Clerk to the Board

I. Call to Order

Chairman Bryon Monohon called the regular meeting to order at 1:01 p.m. So ordered. It was noted that Genaveve Starr had an excused absence. Candace Pratt attended in her absence. Brad Collins was absent and Bill Peach arrived later in the meeting.

II. Introduction of Guests and/or Additional Items for the Agenda

Additional correspondence was distributed prior to the meeting for CTS Agenda Item No. IX.A.1. Status Update: 35-year Service Anniversary Celebration. Jim McEntire asked to have a moment of silence for CTS operation supervisor Nancy Vivolo who recently passed away. Several Board members talked about thei relationships with Nancy. (Bill arrived at this time-1:05 p.m.) **Jim McEntire moved and Bill Peach seconded to accept the agenda as presented. Motion carried unanimously. So ordered.**

III. Public Comment

Angus Anderson, a resident of Clallam County, commented that he has ridden the transit system and finds it very useable. He has been here 13 years and noted that in the various places that he has lived that the public transit did not serve these places. He said people don't ride if the buses don't go where the people need to travel. He explained that on Highway 101, in the area where he lives, he became concerned when the highway department proposed the highway widening project in regards to what this would do to ridership on the buses. Near Dryke road there is a stop to catch the east bound bus. He said he was not pleased that riders need to cross the highway in order to catch the bus. He mentioned that during meetings for the widening project, it was his understanding that there would be no pedestrians allowed to cross the highway to catch buses. Through his research he has found that there is no law that prevents a pedestrian crossing. He read that there would be a pedestrian crossing at Kitchen Dick Road to avoid safety issues. He wanted to know how CTS decided where to put these types of things because, from his observations, no one catches the bus at that location. He sees the underpass as a waste of taxpayer dollars. He feels it's located in the wrong place. He wants to see, as a taxpayer, some results. He asked if CTS takes input from the operators in regards to where the stops are

located. Clint Wetzel responded that staff took ridership surveys. Wendy Clark-Getzin mentioned that the project has a lot to do with the Olympic Discovery Trail, which is a link that the county wanted to make happen through the Department of Transportation (DOT). Wendy mentioned that CTS was the custodian of this project and is responsible for finishing and commissioning the project. She said the focus was to make this a safe place and to have the project completed. Bryon mentioned that this topic was on the agenda later for further discussion.

IV. Presentation: Commendation to Finance Manager Melinda Smithson: "Employee of the Quarter" – Third Quarter 2015

Wendy presented Melinda with a certificate of commendation as the "Employee of the Quarter" award for the third quarter of 2015. She mentioned Melinda's cheerful and positive attitude and commended her for her participation and dedication. Since joining CTS in the last six months Melinda has contributed greatly to the 2014 audit reports and identifying improvements to CTS financial statements.

V. Correspondence

The Chairman briefly reviewed each item. Wendy commented about the commendations. She mentioned many were pulled from Nancy Vivolo's inbox.

VI. CTS Monthly Financial Statements Review

Melinda reviewed the Budget Variance Report. The sales tax revenue distribution shows a trend that continues to be up. At the WSTA Finance Committee meeting that she recently attended, there seemed to be a consensus from other agencies that the sales tax should stay up. The federal grants were budgeted such that it looks like CTS should have received the funds but has not yet. Those dollars should be deposited soon. Year to date (YTD) revenues are remaining above budget by approximately $82,000. Expenses are well within or below budget. In September the services line seems off from expected, but that's due to the audit payment timing. This will even out by the end of the year. YTD margins are well above budget. Melinda will present both kinds of financial statements at the end of the year. She said the safekeeping bond account was called. CTS received $1,207 interest. The bond had a face value of $250,000. She will reinvest that with TVI which works with public funds. Melinda would like to invest another $250,000 and in the future continue to ladder the investments. In regards to the state audit and findings and recommendations, Melinda shared a positive statement in reference to the fuel cards and process. They also wanted to look at assets in maintenance and their process. CTS passed with flying colors thanks to Kevin Gallacci and the maintenance staff.

Jim confirmed that the difference between the accounting and the working capital is driven by the fact that depreciation isn't funded. Since that's not done this has to be accounted for at the end of each year. Melinda said yes. Some discussion followed on the sales tax revenue. There will also be liabilities that hit expenses that don't show now. Any expenses that occur this year but not billed till next year will be reflected in the revenue the same way. Jim continued to clarify the financial position and how the two reports are different. Melinda clarified that the balance sheet is incredibly important to see because of revenue expenses, but payables and receivables aren't as obvious or shown on those. She wants the Board to have a fuller picture of where CTS is financially sitting at the end of each year. Wendy asked other than in the financial statement where else does the Board get to see depreciation other than shown in the TDP. Melinda responded that it is on optional requirement in the TDP and it was left out this year. More discussion occurred on depreciation. Bill stated that

depreciation really drives the financials adding depreciation versus capital gives a good sense of timing and such, which is good business, but after an extended period of time, if those aren't in balance then staff has to look at why. Melinda replied yes, noting for long life items (buildings, etc.) a good practice is to put depreciation aside, but because CTS receives grants it becomes muddled in a way. Melinda is not sure how to deal with some of that yet, but feels CTS is sitting fairly well.

VII. Consent Agenda

The Chairman read the Consent Agenda items by title: VII.A Approval of the Minutes of the September 21, 2015 Board Meeting; VII.B Acceptance of Payment Listing for Board Approval for September 2015 in the total amount of $736,369.50; VII.C Resolution NO. 40:2015 to Commend Finance Manager Melinda Smithson as the "Employee of the Quarter" for Third Quarter 2015. **Patrick Downie moved and Juanita Weissenfels seconded to approve the Consent Agenda as presented. Motion carried unanimously. So ordered**.

VIII. For Board Action

A. Update of Service Change Policy – Resolution

Clint Wetzel referred to CTS memo J-1 and mentioned the reason for this revision was that the policy is old and needed updating. This will also address the inclusion of paratransit service changes. He noted three typos under the section major service changes.

He reviewed the difference between major and minor service changes. Wendy complimented Clint for getting this policy updated adding it will be nice to have one that reflects best practices. This is something that will always be a working document in relation to what is appropriate for community involvement. Clint made comments about a proposed Forks run, which would allow for another trip from Port Angeles to Forks at 11:15 a.m. **Jim moved to approve CTS Resolution No. 41:2015 for the purpose of approving a new service change policy, authorizing a process for subsequent administrative changes, and rescinding CTS Resolution No. 21:87 and Bill seconded as amended. Motion carried unanimously. So ordered.**

B. Discussion on Setting Date for Special Public Meeting for Annual Transit Board Budget Workshop and Authorization of Publication of Legal Notice

Wendy reviewed CTS memo J-29. She requested strong attendance in order to get a draft completed by the December Board meeting to present this for public comment. Bryon polled members for their preferences for a date and time. **Candace moved and Patrick seconded to Authorize staff to set the meeting date using the information provided. Motion carried unanimously. So ordered.**

C. Authorization for General Manager for Procurements Related to Completion of Owl Creek Pedestrian Underpass Project

Wendy reviewed CTS memo J-5 which requested the General Manager be authorized to approve the Owl Creek project procurements in order to expedite the project. The tunnel was completed by Washington State Department of Transportation (WSDOT). Wendy described the grant funding in place to accomplish the additional work needed to be done prior to winter. Weather depending, this should be able to get done quickly. Wendy mentioned Kevin's involvement with the different agencies and the ability to get the paperwork and planning completed. CTS's job is to finish the project.

Kevin mentioned that the intention is to expedite the remaining sections of the project. The lighting and the asphalt needs to be done before the weather changes. Otherwise extra steps will need to be taken to protect the lower portion of the ramp with more gravel. No one can pave beyond September 20 without state recommendations. He is still waiting for the electrical contractors to get their bids in because there is a need for conduit to go under the path. There was a delay because the tunnel was not turned over earlier and CTS did not have pre-award authority with the grant funds. There have been quotes accepted for the surfacing and he is still waiting for answers on the final general permit. Wendy mentioned that CTS tried to partner with other government paving contracts, but that was not possible. Hopefully this will work in CTS's favor either way. Byron asked how this project ties in with the bike trails and the park and ride. Kevin explained that there was unused right of way in that area for a park and ride lot that the state could surplus. It would allow for eight to 10 parking spaces. It is also very close to the bicycle trail. Jim mentioned that Ross Tyler, the county engineer, would be happy to talk with Mr. Anderson and Jim gave Mr. Anderson his card for future communication. Patrick mentioned that he has been involved in the bicycle movement groups to improve areas to make them more accessible. The Owl Creek location was reviewed in depth to help with this. He said he appreciated that Mr. Anderson came and voiced his opinion regarding the location. There was continued discussion regarding the safety of the area and the customers. **Jim moved to approve CTS Resolution No. 42:2015 for the purpose of authorizing procurements related to expending Transportation Program (STP) funding for the completion of the Owl Creek Pedestrian Underpass Project in an amount not to exceed $70,000 as presented. Bill seconded. Motion carried unanimously. So ordered**.

D. Authorization for General Manager for Procurements Related to Approved Sales Tax Equalization Funding – Resolution

Wendy referred to CTS memo J-6 and said that staff has been looking at the list of projects provided. Kevin mentioned that all the projects are within the capital replacement plan with the exception of installing cameras on the remaining buses which was recommended by the insurance pool. Kevin continued to review each project and details of why they are on the list. Project E would provide an update to the servers and software, which is needed at all of the locations. **Jim moved and Patrick seconded to approve CTS resolution No. 43:2015 for the purpose of authorizing the GM to execute contracts and authorize procurements directly related to expending 2015 sales tax equalization funds in a total authorization amount not to exceed $230,157 as presented. Motion carried unanimously. So moved.**

IX. For Board Discussion and Information

A. Items of Interest

1. Status Update: 35-year Service Anniversary Celebration

Wendy referred to CTS memo J-25 and reviewed the items that occurred during the week of celebration. Two free service days were provided. Saturday was a day to provide services to new riders. Ed mentioned that he packed 389 people in a regular 200 ridership day. Wendy continued to discuss the celebration on Saturday with original General Manager Bill MacCully and the presentation on Sunday, which also included Terry Weed and Dan DiGuilio, prior General Managers. There is also the possibility for students from Peninsula College to create a video for the anniversary. Mary Bower mentioned that the staff team that was put together developed a rider

game. She mentioned that the banners that were posted throughout the communities helped get the entire county involved. There was an original scrapbook provided by Bill's wife Judy. It was noted that it's a great resource for the history of CTS. Wendy said that Bill told her that 94 people showed up for the initial recruitment of operators. Patrick mentioned the long term employees here is always a good sign and this speaks to the durability of the organization. Wendy also thanked Brad Collins for attending to represent the Board.

2. Status Update: 2015 Summer Youth Bus Pass Program
   Clint reviewed CTS memo J-22 and said that he thought this year was interesting. Summer youth pass sales went down from previous years, but the youth ridership went up. He felt ridership numbers were encouraging. Wendy mentioned that the summer youth pass stops at Shelton, so she hopes in the future that CTS can bring in another agency to the program in order to get a wider range of riders further south. She briefly talked about the Rebels by Bus group who had traveled around the Olympic Peninsula by bus. Candace asked about advertising to youth. Each agency is responsible for its own advertising in local papers. This year flyers were given to students at all schools. Candace recommended using Facebook and Twitter. Patrick echoed Candace's point.

3. Status Update: Contract Award for 2015-2017 Washington State Department of Transportation (WSDOT) Consolidated Grant Program
   Wendy reviewed CTS memo J-23 and said CTS applied for $1.5 million in an operating grant through the WSDOT consolidated grant program and recurred $1.41 million because the expansion revenue hours were removed. CTS received more funds than last biennium. Now that CTS has the partial funding agreement, staff are now in the position to request an amendment to receive funds.

4. Status Update: 2015 Port Angeles Veterans Stand Down- No comments.

5. Status Update: Highway 101 Project – Olympic National Park (ONP)
   Wendy referred to CTS memo J-28 and mentioned that CTS submitted a comment letter in the environmental assessment process. She will invite the ONP to the next meeting to hopefully present environmental document alternatives related to construction methods and for the Board to get more information from the park directly.

6. Status Update: Washington State Transit Association (WSTA) Staffing Changes
   Wendy reviewed CTS memo J-30 which discussed Geri Beardsley's move to Community Transit effective January 1, 2016 . Officers of WSTA have invited Wendy to participate in the recruitment process, but the staffing change will definitely affect WSTA because of what Geri did to improve the association.

B. Staff Reports - No discussion.

C. Board Open Discussion
   Candace asked about bus stops on the shuttle route in Sequim near the round-abouts. Chris Hugo and Wendy have been working on this issue. The problem has been identified but no changes have been made. Candace continued that she

thought it was up to transit but found out it was up to the city. Kevin said there's usually a development plan submitted for review. Juanita asked about people who live on Highway 101 and whether they can catch the bus on the side of the road. Clint said there are issues with the stops on the highway. People have to cross the highway at some point. He noted in the original WSDOT plan there were no stops on the highway. Mr. Anderson made additional comments about the highway. Jim clarified that Highway 101 is a federally assisted highway, which is owned by the state but funded federally. Because it's a limited access arterial it makes sense why the Washington State Department of Transportation would not like to spend money on pedestrian amenities, but there is no law that says a person cannot cross or ride a bike on those areas of the highway.

X. Executive Session - None

XI. Adjourn

There being no further business to discuss, Jim moved and Bill seconded to adjourn the meeting at 2:38 p.m. Motion carried unanimously. So ordered.

The next meeting of the Board is set for Monday, November 16, 2015, at 1:00 p.m at the Clallam Transit System, 830 West Lauridsen Boulevard, Port Angeles, Washington.

Respectfully submitted,

Samantha Benedict
Administrative Services Assistant/Deputy Clerk to the Board

Enclosure: Appendix A